

fib Bulletins PEER REVIEW PROCESS

The TG Convener must select at least two reviewers for each Bulletin or Bulletin Chapter submitted who are experts in the subject matter. The review can be made for the complete Bulletin or by chapters. The TG Convener sends the reviewers the review forms, and a copy of the manuscript to be reviewed. When the convener receives a completed review form, evaluates whether the reviewer performed an adequate review (for instance, a lack of comments from the reviewer is a hint of a cursory review). If the review appears to be cursory, the convener may need to discard that review and select another reviewer.

Once the convener has two adequate reviews for a Bulletin or a chapter, determines whether it should be published in the bulletin. Under “Do you recommend publication?,” if both reviewers have entered 4 or 5, the chapter or the Bulletin should be published. If both reviewers have entered 1 or 2, the chapter or Bulletin should not be included. If either reviewer has entered 3, the chapter or Bulletin should only be published if the convener determines that the author has addressed all comments adequately. If one reviewer gives a rating of 1 or 2 and the other reviewer gives a rating of 3, 4, or 5 the convener must select a third reviewer as a tie-breaker or review the Bulletin himself and render a decision. (Note: the “justification for publication” information, the answers to other questions on the review form cover sheet, and the review comments themselves contribute to the overall picture of the Bulletin and should be used in determining the suitability of the Bulletin for publication).

For Bulletins or chapters that the convener has accepted for publication, sends the reviewers’ comments to the author. **These comments must be anonymous.** Removes the first page of the review form with the reviewer’s name before forwarding any information to the author, by following the instructions below:

- 1.) “Save As...” (Ctrl + Shift + S) with a new file name.
- 2.) Delete (Ctrl + Shift + D) the first page with the reviewer’s name. 3.)
- Open “Document Properties” (Ctrl + d).
- 4.) Under the “Description” tab, make sure the “Author” field reads “*fib*”, then click on “OK.” 5.)
- Save (Ctrl + s).

Authors are required to address each review comment and submit a final version of their revised manuscript to the convener, along with item-by-item responses to all review comments. The convener must confirm that the authors have responded adequately to the review comments.

For editor-authored chapters, the fib’s review procedures require anonymous reviews to avoid making reviewers feel constrained from making critical review comments. The fib Secretariat will facilitate the anonymous peer review and return the review comments to the convener.

Review forms for all chapters must be submitted to the Convener as part of the final Bulletin submission package to the fib Secretariat.